

DEPARTMENT

DIVISION

DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

DEPARTMENT DIVISION		DIVISION	SECTION		····	PERMANENT		
SECRETARY OF STATE ELECTIONS		ELECTIONS						
						NON-PERMANENT	·	
ITEM NO.	Į .	DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS		
1 ABSTRACT OF VOTES SUBMITTED BY COUNTIES (ORIGINAL COPY) A. Primary		PE	PERMANENT		Retain in agency office for 25 months, then transfer to Archives CRS 1-7-802			
2		FOR AMENDMENT	PE	RMANENT	Transfer ten sample petitions			
	(TEN SAMPLE PETITIONS PER AMENDMENT ISSUE)				periodically to custody of State Archivist (CRS 1-40-133-Destroy all other records after 3 years.)			
3	INITIATIVES A. Official Files of Proposed Initiatives and Title Board Hearings B. Official Tapes			PERMANENT		Retain in agency office for 6 months or for any pending court cases, then transfer to Archives		
4	REDISTRICT REAPPORTI		PEF	PERMANENT		Retain in agency office only		
5	MUNICIPAL RECORDS A. Incorporation Records of Cities and Towns B. Certified Copies of Abstract of Votes Cast submitted by Municipalities C. Town Abandonment Records			PERMANENT		Retain in agency office for 1 year, then transfer to Archives		
evaluation of all o authorized to act f	f the factors listed or the head of this	in the State Records Manager	ment Pe to disp	beriods have been established by the policies and Procedures Manual. I losal of records. I also certify that Procedures Manual	hereby cer	tify that I am		
State Archivist's S	1/+/	Date	<u> </u>	Records Liaison Officer's Si	gnature	D	ate	
Jerry 9	***************************************	10/30/	2006	(ha Hoda		A CONTRACTOR OF THE CONTRACTOR	olistao	
Attorney General Sohn W Sol 94 (REV 1/7)	· Southers	by mnn hill	06	State Auditor's Signature	24		ate / 2/06 ge I of &	



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SECRETARY	OF STATE	ELECTIONS	www.flooococc.commune			PERMANENT		
	7					NON-PERMANENT		
ITEM NO.	[DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS		
6	OATHS, BONDS, FACSIMILE SIGNATURE CERTIFICATES		PER	PERMANENT		Retain in office for 10 years, then transfer to Archives		
7	ADMINISTRATIVE A. Blue Ribbon Panel- Tapes and Files B. Rule-Making Hearing Tapes and Files			y F y		For A: Retain in agency office for 2 years, then transfer to Archives For B: Retain in agency office for 6 years for any possible court cases, then transfer to Archives		
8	STATE MAR Congressiona Senate House	PS-Electronic Format	PER	PERMANENT		Schedule 3 (for Historical Value)		
9	EXECUTIVE ORDERS		PERMANENT		Retain in agency office for 3 years, then transfer to Archives			
10	POLITICAL PARTY ORGANIZATION/FORMATION A. Petitions B. Correspondence C. Filings			PERMANENT		For A and B- retain in agency office for 1 year as needed for protest period and/or pending court cases, then transfer to Archives For C - retain in agency office		
11	CAMPAIGN FINANCE CO					Retain in agency office for 2 years plus current, then transfer to Archives		
evaluation of all cauthorized to act f	of the factors listed for the head of this	in the State Records Manager	nent Po to dispo	iods have been established by the licies and Procedures Manual. sal of records. I also certify the rocedures Manual.	I hereby cer	tify that I am		
State Archivist's S	Signature	Date (0/2)	la	Records Liaison Officer's	Signature	Dat	e	
Attorney General	allun Sianaine	10/30/	2006	July Hod	ars_		18/06	
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SECRETARY OF STATE		TOT TO COMPTONICO			PERMANENT	\boxtimes
SECKLIAKY	OF STATE	ELECTIONS			NON-PERMANENT	
ITEM NO.]	DESCRIPTION	RETENTION PERIOD SPECIAL INSTRUC			ONS
12	ELECTION FIINGS FOR PRIMARY, GENERAL AND SPECIAL ELECTIONS - INCLUDING, BUT NOT LIMITED TO: A. Designations and nominations for district, state and federal offices B. Candidate acceptances C. Vacancies in designations and nominations for district, state and federal offices		PERMANENT (For all Items listed.)	FILIN ARCH THE E	TEMS A-G: TRANS GS TO CUSTODY O IIVIST 25 MONTHS ELECTION PER CRS ANNUALLY	OF STATE SAFTER
	nominating pe and federal off E. Notices of resultant heari	protests, contests and any ngs				
F. Certified List of candidates and any amendments to list G. Correspondence H. Initiative Supreme Court Cases and Transcripts				ONLY KNAIZ	EP ON FILE IN AG (PER MAURICE ZER, ATTORNEY RAL OFFICE)	ENCY
		ollege Ballots/Records ost Analysis of County Elections		I. Reta then tra	in in agency office for insfer to Archives in in agency office for insfer to Archives	ř
evaluation of all authorized to act	of the factors listed for the head of this	I in the State Records Managem	ation periods have been established been Policies and Procedures Manual. disposal of records. I also certify the and Procedures Manual.	I hereby cer	tify that I am	
State Archivist's	signature etclien	Date 10/30/20	Records Liaison Officer's	Signature	Date 161	8106
SA-194 (REV 1/	0. Signature 0. Signature	by man lippo	State Auditor's Signature	Ref	Date 11/6	2/06 or 6



DEPARTMEN	T	DIVISION	SECTION			
SECRETARY	OFCTATE	ELECTIONS			PERMANENT	
SECKLIAKI	OFSTATE	ELECTIONS			NON-PERMANEN	T 🛛
ITEM NO.	l	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1		OF VOTES D BY COUNTIES COPY)	Retain in agency office for 25 months, then transfer to Archives	CRS 1-7-802		
	A. Primary B. General C. Recall					
2		FOR AMENDMENT IAN SAMPLES)	Retain in agency office for 2 months or for any pending court cases, transfer to Archives for 3 years, then destroy*	CRS 1-40-133 * provided ten sample petitions per amendment issue are retained permanently		
3)		Retain in agency office for 6 months, then transfer to Archives			
4	CONFLICTS FILINGS	S OF INTEREST	Retain in agency office for 2 months, transfer to Archives for 5 years, then destroy	CRS 18-8-308(2)-as long as individual retains position		
5	NVRA (Nati Act)	ional Voter Registration	Retain in agency office for 2 years + current, then destroy	PUBLIC LAW 103-31, 3629(4)(1)		
6	LOBBYIST		Retain in agency office for 5 years, then destroy CRS 24-6-		4-6-304(2)(a).	
evaluation of all authorized to act	of the factors listed for the head of this	I in the State Records Manager	Intion periods have been established by the nent Policies and Procedures Manual. I to disposal of records. I also certify that its and Procedures Manual	hereby cert	ify that I am	
State Archivist's	Signature	Date (a/2)	Records Liaison Officer's Si	gnature	I	Date
Attorney General	Muller Simonium	10/30/	aus Jun Hodge	S		10/18/06
Anomey General		Date	State Auditor's Signature	~ -[Date
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DEPARTMEN	T	DIVISION		SECTION							
						PERMANENT					
SECRETARY	OF STATE	ELECTIONS				NON-PERMANE	ENT	\boxtimes			
ITEM NO.	I	DESCRIPTION		RETENTION PERIOD		SPECIAL INST	RUCTIONS				
7	FINANCE (a REFORM AN CAMPAIGN FCPA) FILIN limited to: Pe Disclosure St Committee R Honorarias, O Designations Affidavits	Correspondence, , Acceptances, and es Not Elected	in tra	r Items 6A and 6B, retain agency office for 1 year, nsfer to Archives for 5 ars, then destroy	NOTE: IF THERE WAS A CONTESTED ELECTION, RECORDS MUST BE RETA UNTIL THE CONTEST IS EXHAUSTED			NED			
8	ii. N		mo	tain in agency office for 12 nths, transfer to Archives 13 months, then destroy	CRS 1	-7-802					
9	PETITIONS CANDIDAC	FOR STATE Y	1	9, 10, & 11-Retain in							
10	PETITIONS CANDIDAC	FOR PRESIDENTIAL Y	trar	ncy office for 1 year, asfer to Archives for 4 rs, then destroy							
11	PETITIONS	FOR RECALL		The second secon							
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual											
State Archivist's :	Signature	Date	tte Archivist's Signature Date Records Liaison Officer's Signature Date								



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SECRETARY	OF STATE	ELECTIONS	1.1111100000000000000000000000000000000			PERMANENT	
JASCALS I AR X	OFSTAIL	ELECTIONS				NON-PERMANENT	×
ITEM NO.		DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCT	IONS
ADMINISTRATIVE: A. Election Director's Files Correspondence and Supporting Documentation (including Summaries of Public Hearings and Legal Briefs			year need	in in agency office for 2 s, then destroy (if not ed for any court cases)	DES ANY	E: NO RECORD SETROYED THAT PER PENDING LEGAL IM, ACTION OR A	RTAINS TO CASE,
		Director's copies of iles – CLOSED	•	in in agency office for ar, then destroy			
13	1	EARING NOTICES ner state agencies,	1	in in agency office for 1 then destroy			
evaluation of all cauthorized to act conditions listed	of the factors listed for the head of thi on page 4-10 of the	d in the State Records M	anagement Pol		hereby cer I will com	tify that I am	
State Archivist's Signature			ate 1/30/2006	Records Liaison Officer's Si	gnature	Date	
Attorney General	's Signature		ate .	State Auditor's Signature	JUD.		ISJO'C
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